

---

TITLE: Accounting Assistant III - (Lead/ Advanced)

Page 1

DEPARTMENT: Finance & Management ServicesREPORTS TO: Accounting Services Manager or Financial Services ManagerSUPERVISES: May provide lead direction to less experienced Accounting Assistants.DEFINITION:

Performs a variety of advanced, para-professional accounting duties requiring a thorough knowledge of established bookkeeping and accounting principles and procedures.

DISTINGUISHING CHARACTERISTICS

The Accounting Assistant III classification is distinguished from the Accounting Assistant II classification by performing tasks independently with minimal supervision and by the increased responsibility and knowledge required to analyze and prepare financial related records and reports and perform full charge bookkeeping and accounting assignments. Involves on-going project management and/or lead worker responsibilities for a work unit.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Assumes responsibility for accounting programs; participates in program development and modification, monitors and interprets applicable laws, rules, regulations and agreements, implements new systems, and coordinates with City staff or outside agencies and the public.

Performs independent project work for department/division/section; Provides research, analysis and recommendations regarding accounting processes and procedures to increase efficiency and service.

Prepares, maintains, and verifies varied and complex records. Audits financial records for accuracy, posts and reconciles journals, and registers logs or other records on a daily or periodic basis.

Resolves discrepancies and recommends procedural changes to promote accuracy and/or internal controls.

Assigns and processes account transactions based on documentation, invoices and/or statements. Researches and follows-up on delinquent accounts according to established procedure.

Provides information to City staff and the public regarding assigned function over the phone, in person, in written format or as part of a formal/informal presentation; provides requested information or service when authorized or refers to appropriate individual for response. Resolves complex or sensitive problems or inquiries as necessary.

Coordinates the billing, receipting, and updating of account records. Classifies, records, and balances income and expenditures to proper accounts. Reviews accounts for delinquencies and initiates proceedings to meet legal requirements.

Assists the public in processing payments and applications. Performs cashiering function by receipting, balancing and depositing cash. Prepares bank deposits and reconciles bank statements for receipts.

Provides internal control for assigned function; reviews, recommends and implements approved internal controls, office procedures, and related systems in accordance with resolutions, ordinances, and established policy. Performs field audits as necessary.

Provides lead direction to and reviews the work of less experienced department staff; may make work assignments, establish schedules/timelines and train as directed.

Calculates, posts and verifies data to produce regular or special summaries; balances reports or other records.

Researches, compiles, enters and classifies data from varied sources to make summary reports; reviews data to determine variances and similarities. Verifies summaries against source documents in accordance with established formulas, equations and technical data.

#### OTHER JOB FUNCTIONS

Participates in the preparation of departmental budget related to assigned programs. Monitors programmatic expenditures to ensure conformance with budgetary guidelines on an on-going basis.

Performs other related duties as assigned.

#### WORKING CONDITIONS:

Duties are primarily performed in an office environment.

#### QUALIFICATIONS:

##### Knowledge of:

- Office practices, procedures, and equipment.
- Thorough knowledge of double entry bookkeeping principles and practices.
- Data processing systems and input methods.
- Knowledge of governmental accounting and auditing procedures.
- Standard business English usage, spelling, grammar, and punctuation.
- Spreadsheet, database and word processing software (preferably Microsoft products)

Ability to:

- Apply bookkeeping and fundamental accounting principles to the maintenance of account records and statements.
- Analyze and interpret financial data and develop recommendations to improve routines and procedures in area of assignment.
- Coordinate assigned program or function with other City staff.
- Assign, train, and review the work of others.
- Complete arithmetical computations accurately and rapidly.
- Compile and tabulate statistical data and prepare reports and summaries.
- Communicate effectively, both orally and in writing.
- Establish effective working relationships with employees, vendors, and the public.
- Physical ability to perform the essential functions of the job.
- Work independently with minimal supervision and prioritize and handle multiple assignments simultaneously.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

High school or GED, plus one year of college course work in bookkeeping and/or accounting and a minimum of three years progressively responsible accounting assistant experience, with at least one year in governmental accounting.

Licenses, Certificates, and Other Requirements

A valid driver's license is required of certain positions in this classification.

Approved: 7/1/92

Revised: 9/9/96

Union Code: GU

FLSA Status: NE